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RETURN TO

RECORDS SECTION INVENTORY

13 April 1954

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MEMO FOR THE RECORD

SUBJECT: Code for Records Control Schedules*Handwritten:*  
13 April 54  
15 April 57

1. The Office code listed below is to be used for assigning Records Control Schedule numbers. If further subdivision is necessary use Office of Operations as an example. In addition the number will be followed by a dash and the last two numbers of the year in which the schedule was prepared. For example, the schedule for OO/C would be numbered thusly; 25.04-54.

National Security Council.....	9
Office of the Director.....	10
Director of Central Intelligence.....	11
* * Deputy Director of Central Intelligence.....	12
Deputy Director (Intelligence).....	13
Deputy Director (Administration).....	14
Deputy Director (Plans).....	15
Inspector General.....	16
* Special Assistant to the Director SA/DCI.....	12.01
* CABE SECRETARIAT.....	12.02
Office of National Estimates.....	20
Office of Scientific Intelligence.....	21
Office of Research and Reports.....	22
Office of Current Intelligence.....	23
Office of Collection and Dissemination.....	24
Office of Operations.....	25
Assistant Director for Operations.....	25.01
Planning and Coordinating Staff.....	25.02
Sovmat Staff.....	25.03
Contact Division.....	25.04
Headquarters.....	25.041
Field.....	25.042
Foreign Broadcast Information Division.....	25.05
Headquarters.....	25.051
Field.....	25.052
Foreign Documents Division.....	25.06
Office of Intelligence Coordination.....	26
OFFICE OF BASIC INTELLIGENCE.....	27

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Management Staff .....	30
Office of the Comptroller .....	31
Office of the General Counsel .....	32
Audit Office .....	33
Logistics Office .....	34
Medical Office .....	35
Security .....	36
COMMERCIAL Staff .....	37
Personnel Office .....	40
Office of Communications .....	50
Office of Training .....	60
Foreign Intelligence Staff .....	70
Plans and Policy Staff .....	71
Paramilitary Staff .....	72
Technical Services Staff .....	73
Administration Staff .....	74
Western Hemisphere Division .....	80
Headquarters .....	80.1
Field .....	80.2
Far East Division .....	81
Near East Division .....	82
Southern Europe Division .....	83
Eastern Europe Division .....	84
Western Europe Division .....	85
Soviet Russia Division .....	86

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